

Exhibit Y

Appointment

From: Terrie S. Fain-Holloway [Terrie.S.FainHolloway@ArkansasTotalCare.com]
Sent: 1/5/2021 9:11:26 AM

To:

Redacted

Redacted

Tiffany S. Russell [Tiffany.S.Russell@ArkansasTotalCare.com];

Redacted

Subject: Time Sheet Reminder

Start: 1/1/2021

End: 1/2/2021

Show Time As: Tentative

Recurrence: Weekly
every Friday

Team-

Please make sure to review time sheets each Friday at the COB.

- Check for exceptions
- Make corrections daily, if possible
- It's best to make corrections the same day or the following day
- Acknowledge and submit timesheet for approval
- If you are working late on Friday or on the weekend, you're expected to inform supervisor on **Fridays before 5pm**

**Exhibit
0031**

Appointment

From: Terrie S. Fain [Terrie.S.Fain@ArkansasTotalCare.com]
Sent: 1/22/2020 10:48:48 PM
To:

Redacted

Redacted

Tiffany S. Russell [Tiffany.S.Russell@ArkansasTotalCare.com];

Redacted

Subject: Time Sheet Reminder

Location: TimeCard Reminder

Start: 1/24/2020 8:00:00 AM

End: 1/24/2020 5:00:00 PM

Show Time As: Tentative

Recurrence: Weekly

every Friday from 8:00 AM to 5:00 PM

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- email, text or call until you get a confirmation that reminds me you're working late
- Ultimately your timesheet is your responsible.

Appointment

From: Terrie S. Fain-Holloway [Terrie.S.FainHolloway@ArkansasTotalCare.com]
Sent: 1/22/2020 10:48:50 PM

To:

Redacted

Tiffany.S.Russell@ArkansasTotalCare.com

Redacted

Redacted

Subject: Time Sheet Reminder

Attachments: Untitled Attachment

Start: 1/1/2021

End: 1/2/2021

Show Time As: Free

Recurrence: Weekly
every Friday

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Tiffany.S

Russell [Tiffany.S.Russell@ArkansasTotalCare.com]

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Location: TimeCard Reminder

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Appointment

From: Terrie S. Fain-Holloway [Terrie.S.FainHolloway@ArkansasTotalCare.com]
Sent: 10/2/2020 3:07:48 PM
To: Tiffany S. Russell [Tiffany.S.Russell@ArkansasTotalCare.com]
Subject: FW: Flex Time
Location: Home
Start: 10/2/2020 2:30:00 PM
End: 10/2/2020 5:00:00 PM
Show Time As: Tentative

Hey Tiffany-

Taking time off is perfectly fine. Please keep in mind if you are flexing time off you have to make sure you're working at least 40 hours a week and clocking out. If in the event you needing your hours reduced, please let me know.

The below calendar invite shows you're requesting to be off from 2:30-5:00. Your timesheet showed you clocked out for lunch at 12:59 and back in at 2:14. Please make sure to clock out at 2:30 if you going to be off for the remainder of the day.

-----Original Appointment-----

From: Tiffany S. Russell <Tiffany.S.Russell@ArkansasTotalCare.com>
Sent: Friday, October 2, 2020 2:33 PM
To: Tiffany S. Russell [Redacted]
Subject: Flex Time
When: Friday, October 2, 2020 2:30 PM-5:00 PM (UTC-06:00) Central Time (US & Canada).
Where: Home